



Marquette County Quilters Association  
**Class/Workshop Proposal**

Basic Information	<p>Date of proposal:</p> <p>Name(s) of proposers:</p> <p>Contact Information (<i>phone, email, etc.</i>) :</p>
Class/Workshop Name	
Class/Workshop Description	<p><i>Course description paragraph for what you plan to teach, skills learned, techniques offered, what project will be taught.</i></p>
Supplies	<p><i>Will supplies be available to purchase from you (kits), will you include a supply/materials list? What do you expect the approximate cost for materials/supplies for participants?</i></p>
Accommodations	<p><i>What type of room, room set up would you need? Think extension cords, cutting tables, ironing boards, sewing machine accommodation?</i></p>

Preferred Schedule	<i>What Month would you prefer to teach? What days/times work for you?</i>
Time needed	<i>Provide information about how long the class/workshop is expected to last. For example: hours, 1 day, 2 days etc.</i>
Student Capacity	<i>How many students can you accommodate?</i>
Stipend Request	<i>Would you like to be offered a stipend for teaching your class? If so, how much?</i>
Permission	<i>Do you agree for MCQA to publicize your class/workshop? Internally, public or both?</i>
Staffing	<i>Would you need helpers to set up or assist?</i>
Evaluation	<i>Would you like participants to fill out a class/workshop evaluation in order to help you in future presentations?</i>
Photo Consent	<i>MCQA from time to time takes photos of events to post for MCQA purposes only. Do you give your consent to photography of your event for these purposes? Yes or No</i>